



Quick Look at **Adding a Resource**

Use this Quick Look Guide to learn how to add a resource for an Organization

Log in to **kynect resources** and navigate to **Workspace** and click the **Resources** button

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

Staff

Referral Inbox

Client

Location

Resource

Status

Created



Days Open

Search

Reset

ID	First Name	Last Name	Referral Date	Created	Resource R...	Location	Status	Edit
REF-2435	Amy	Brand	5/20/2022	11 days ago	Animal Adoption	Albany, Tri-Coun...	In Progress	▼
REF-2434	Alexis	Dale	5/20/2022	11 days ago	Animal Shelters	Albany, Tri-Coun...	New	▼



From the Resources Details screen click the Add Resource button to add a new Resource



My Workspace

[Referral Inbox](#)
[Referral Outbox](#)
[Referral Dashboard](#)
[Reports](#)
[Client Search](#)
[My Favorites](#)
[Organization](#)
[Resources](#)
[Staff](#)

Resources


[Add Resource](#)

Name	Domain	Taxonomy	Edit
Animal Adoption		Animal Adoption	▼
Animal Shelters		Animal Shelters	▼
Lesrn to Leash	Consumer	Volunteer Opportunities	▼
Utility	Housing	Utility Assistance	▼
Volunteer Training	Consumer	Volunteer Opportunities	▼

On the **Resource Details** screen, enter the **Resource name**,
Taxonomy and **Domain**.

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

Staff

[← Back to Our Resources](#)

Resource Details

Cancel

Save

Resource Information

*Resource Name

*Taxonomy

Search



*Domain

None ▼

- The **Resource Name** is entered by the user.
- The **Taxonomy** is the classification of the resource provided in the system
- The **Domain** is the Category the resource will be listed in **kynect resources**

An example entry is:


- ✓ **Diabetes Education Session** for name
- ✓ **Diabetes Management** for Taxonomy and
- ✓ **Health** for Domain



kynect resources

Search Keyword

Search By Category ▼

[Referral Inbox](#) 

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

Staff

Resource Information

*Resource Name

*Taxonomy

*Domain

None

Housing

Food

Employment

Transportation

Health

Financial

Education

Mental & Addiction

Legal

Consumer

Next, click **Save**

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

Staff

[← Back to Our Resources](#)

Resource Details

Resource Information

*Resource Name

Diabetes Education Session

*Taxonomy

Diabetes Management Clinics

*Domain

Health

Cancel

Save

Next, indicate the Location for this resources. Click Add Location to complete details about this new Resource.

My Workspace

[Referral Inbox](#)

[Referral Outbox](#)

[Referral Dashboard](#)

[Reports](#)

[Client Search](#)

[My Favorites](#)

[Organization](#)

[Resources](#)

[Staff](#)

[← Back to Our Resources](#)

Resource Details

Cancel

Save

Resource Information

*Resource Name

Diabetes Education Session

*Taxonomy

Diabetes Management Clinics

×

*Domain

Health ▼

Locations that provide this resource

The following locations provide the selected resource. To view a complete list of locations for this organization, navigate to the Organization Details screen.

In order for the resource to be displayed on the public website, please select "Add Location" to indicate where you are providing this resource.

Add Location

On the Additional Resource Details screen, Click the **Location field** and the location detail will display. Select the appropriate location (some organizations have multiple locations to choose) and complete the remaining fields with details about the Resource and click **Save**.



My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

Staff

[← Back to Resource](#)

Additional Resource Details

Cancel

Save

The following details are specific to this resource at the location specified below

* Location Offering Selected Resource

Search

Albany, Tri-County Animal Shelter

Main Phone

Toll-free Phone

* Resource Description

Qualifications

* Status

Active

Fax Number

Ages Served

0 items selected

Geographic Areas Served

SNAP



TANF



Medicaid



Child Care



The new Resources has now been successfully added and can be found in **kynect resources** by residents and organizations.

Other locations may be added for this resource if applicable. Use the **Edit** button to **change details** about the resource or make the resource **inactive**.



kynect
resources

Search Keyword

Search By Category

Referral Inbox

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

Staff

[← Back to Our Resources](#)

Resource Details

Cancel Save

Resource Information

*Resource Name

Diabetes Education Session

*Taxonomy

Diabetes Management Clinics

*Domain

Health

Locations that provide this resource

The following locations provide the selected resource. To view a complete list of locations for this organization, navigate to the Organization Details screen.

Edit

Albany, Tri-County Animal Shelter
1990 Kentucky 90
Albany, Kentucky 42602

Add Location



Thank you

For additional support, please use the Help section in **kynect resources** or email kynectresources@ky.gov